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Bulletin No. 15 - 26

P-2281

P-2281 Reach Ahead Auto-Enrollment and Applications

A. Auto-Enrollment into Reach Ahead

1. When Reach Up or PSE closes, ACCESS will automatically enroll participant into Reach Ahead if eligible for program
2. If you are expecting auto-enrollment and it does not auto-enroll, bring case to district Reach Ahead designee
3. If case should have auto-enrolled and did not, APPL case for RA and approve

B. Reach Ahead Application (when participant was not eligible for, or opted out of, auto-enrollment)

1. BPS or case manager mails or hands Reach Ahead Enrollment/Review ([600](#)) to participant
2. When application is returned, enter APPL into ACCESS. For RUFA type, enter “RA”
3. Participant must return last 30 days of paystubs, or statement from employer that includes both income and hours worked, with application
 - a. Last 30 days of paystubs should include paystubs 30 days prior to the application date
 - b. If a paystub is missing, but returned paystubs are reflective of ongoing income, process RA
 - c. If paystubs are not returned or application is otherwise incomplete, send 202v requesting correct information. Check off “RA” on 202v.
4. If it appears that the applicant is not meeting the work requirement and ACCESS wants to deny, bring case to Reach Ahead designee before denying.

C. When one parent is not able to work in a two parent household

1. At time of application or auto-enrollment:
 - a. Case manager will have already documented inability to work with a 210TMD for the purpose of the Reach Up program. No additional documentation is necessary.
 - b. Align review date on DISA with the review date for the next Reach Ahead review.
2. If parent states later (at a review or any other time during RA eligibility), that they are not able to work, and a 210TMD was not already completed while on Reach Up:
 - a. BPS sends email to case manager to let the case manager know the parent cannot work
 - b. Case manager sends parent a 210TMD to verify that they are unable to work
 - c. When 210TMD is returned:
 - i. If able to work, DISA is not entered and work requirement remains the same. Send free form notice to parent letting them know of the decision.
 - ii. If not able to work, enter DISA with review date aligned with next Reach Ahead review date.

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- D. When a second parent who is meeting the Reach Up work requirement for the family's size and composition joins a household
 - a. If the household is currently receiving Reach Up
 - i. Add the second parent according to current Reach Up procedures
 - ii. If the case closes and the family is otherwise eligible for Reach Ahead, follow RA application procedures
 - b. If the household is not receiving Reach Up or Reach Ahead, and the family applies for RA
 - i. Follow RA application procedures
 - ii. Add second parent to the household
 - c. If the household is receiving Reach Ahead
 - i. Add the second parent to the household; verify parent's income/hours (if income is not verified, do not close RA unless the second parent's hours are needed to meet the RA work requirement)